

Leave Sharing - Amend

QUICK REFERENCE GUIDE

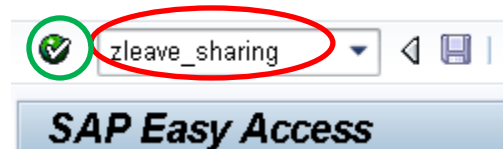
Use this procedure to Amend a leave sharing request, for an employee using the Leave Sharing program

ZLEAVE_SHARING

A Payroll Officer/HRG will perform this process when an employee has requested to amend a annual or sick leave sharing request. This request will electronically workflow to the Leave Sharing Approver for approval.

Prerequisites:

- Must be active Commonwealth paid employee.
- You must have access to the employee amending a leave request
- Employee must be complete the amend from from the Personnel website. <https://extranet.personnel.ky.gov/Pages/OldForms.aspx>



Enter the Transaction code (**zleave_sharing**) in the command field

Click the **green check**

Many options exist on this form for leave sharing. In this example, we are showing how to amend a request. For specifics on the other leave sharing options here, please reference the corresponding QRGs referencing each option.

Leave Sharing

 Next



Leave Sharing

☐ Request Leave
☐ Donate Leave
☐ Return Leave
☒ Amend Existing Request

Click the **Return Leave Radio** button.

Click the **Next** button

Leave Sharing Update Request

 Submit 

Leave Sharing

Recipient Personnel No
 Date of Event From ☒ to
 Leave Type
 Request Num
 No. of Hours

Requestor's Comments

Enter all the required fields from the Leave Sharing Update. The information can be found on the Leave Sharing Request Amend completed by the employee. This information includes the :

Enter the requestor number in the "Request Num" field

When you amend an original request you can change one or both of the date and the number of hours but at least one them must be change.

Enter the new number of hours to replace the original request in the "No. of Hours" field

Enter the new date to replace the original request in the "to" field

Any Comments may be entered in the "Requestor's Comments" section.

The Requestor's Comments section is not a required field. It is available if you need to include any additional information concerning the amended request which may be needed.

Click the **submit** button once the required fields have been completed.

The Amend Request must now be approved by the Agency Leave Approver.

